

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1 MBO on Increased Use of Sea Shipments

FROM:

EXTENSION

NO.

Chief, Plans and Programs Staff, OL

DATE

8 February 1982

25X1

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
Deputy Director of Logistics

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15.

As you requested in your note of 4 January 1982, the CORE objective on increased use of sea shipments has been finalized. The objective statement is, "Increase sea tonnage shipments to overseas stations by 5% from 40% in FY-81 with a corresponding decrease of 5% in air tonnage shipments (from 60% in FY-81)". The Milestone Chart is attached for your review.

Office of Logistics objectives will be modified to include this objective and updates will be reported quarterly.

Office: OL/SD/CD
 Objective Statement: Increase Sea Tonnage Shipments by 5% with a Corresponding Reduction in Air Shipments
 Responsible Officer:
 Significant Funding Amount: \$ FY 82
 Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Track and Report on air/sea tonnage ratio on a monthly basis.				0	0	0	0	0	0	0	0	0
2. FTB will report on a quarterly basis to Area Components on amounts of cargo shipped by air and sea on their behalf.			0			0			0			0
3. CD will establish a formal review system within the Depot for recommendations to Area Divisions on method of Transportation.								0				
4. Request DD/L to make Log Officers aware of MBO at D/L Quarterly Meeting.					0							
5. 						0						

26 JAN 1982

Nf

MEMORANDUM FOR: Director of Logistics

FROM:

Deputy Chief, Plans and Programs Staff, OL

SUBJECT: First Quarter Objectives Review

Attached for your review are updated milestone charts and narrative reports for each of the reportable FY-82 Directorate and Office level objectives. The Directorate level objective updates are contained at Attachment A and the Office level updates at Attachment B. Preceding the updates are listings, categorized by OL responsible component, of the Directorate and Office level objectives.

25X1

Attachments

UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENTS.

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OL/P&PS: (26 Jan 82)

SEC

ATTACHMENT A

FY-82 DDA-Level Objectives

- OL - Develop and implement a Logistics Women's Program
- RECD - Complete modifications of Headquarters space for SAFE Program
- 25X1 - Construct 50,000 net square feet of additional space at [redacted]
- 25X1 [redacted]
- Continue to work closely with GSA to improve service to the Agency and obtain independent authority for the Agency to lease, acquire or construct real property*
- P&PD - Implement Digital Prepress System
- LSD - Renovate space and relocate personnel and equipment in support of SAFE, Phase II
- P&PS - Develop and implement a Logistics Integrated Management System
- Reexamine the OL management structure and ensure that levels of authority and responsibility are appropriately defined and communicated
- Provide support as required to the National Intelligence Emergency Planning Staff*
- BPS - Consolidate Agency Metropolitan Washington Area Activities in a building on the Headquarters compound
- Develop and implement a Ten-Year Construction Plan
- P&TS - Conduct a Comprehensive Review of the Personnel Management Function

TOTAL Reportable DDA Objectives - 11

*Not reportable this period.

WARNING NOTICE
INTELLIGENCE SOURCES
ALL METHODS INVOLVED



25X1

SECRET

REC'D

Office:

Objective Statement: Complete modifications of Headquarters space for the SAFE program

Responsible Officer:

Significant Pending Amount: \$ _____ FY 82

Date Submitted: 21 January 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Complete Phase I UPS installation				0								
Obtain funds for Phase II 60 Hz UPS				0								
Order Phase II 60 Hz UPS				0								
Complete redesign of Phase II site work			0			0						
Initiate Phase II construction						0						0

OL-39-81 (O-DDA-11)

October - December 1981

NARRATIVE REPORT

1. Activity During This Period is responsive to DDA goal to maximize the effective utilization of existing facilities and space while taking appropriate action for additional needs.

SAFE computer equipment arrived on site and testing by SAFE component is underway. The contractor has been on site infrequently to work on "punch list" items. GSA has completed negotiation with the A&E on the Phase II redesign and has provided a fixed-price to HEB for the Phase II project.

2. Problems and Shortfalls

Phase II funds unavailability has delayed the redesign effort and procurement of UPS. UPS vendor determined additional on-site batteries must be connected to system. Contractor has been very slow in completing "punch list" items and GSA has not been able to provide a schedule for completion of these items.

3. Plans for Next Period

Approval for and transfer of Phase II funds to GSA and completion of the Phase II redesign. UPS system installation work should be completed and an acceptance test made.

4. Long-Term Outlook

Funds are not yet available for Phase II UPS and procurement action cannot be initiated until these funds become available. With a Phase II redesign completion by the end of March, construction on the Phase II area will not commence until at least June. Since SAFE has not yet notified HEB formally of their required date for Phase II completion, an estimated construction completion date cannot be made. Adherence to the original October 1982 completion date for Phase II will require accelerated construction.

Office:

Objective Statement: Construct 50,000 net square feet of additional space

Responsible Officer:

Significant Funding Amount: \$ _____ FY 82

Date Submitted:

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Complete design					0							
2. Transfer Phase I construction funds to GSA				W								
3. Commence construction									0			

October - December 1981

NARRATIVE REPORT

1. Activity During This Period:

This activity is responsive to DDA Goal Number 3 as it relates to appropriate actions necessary to provide additional space. For period covered emphasis has been upon completion of the construction drawings. Of particular significance is the interest indicated by [redacted] to obtain two additional floors at its expense during this construction phase. That organization has provided funding of \$33,900 for GSA review of plans already prepared by the Agency A&E for such a contingency. It is investigating the possibility of funding the additional construction required. Agency FY-82 funding will be forwarded to GSA in January.

25X1

2. Problems and Shortfalls:

The additional construction will have to be closely and carefully coordinated and promptly funded to avoid causing an unacceptable delay in the Agency completion dates already established.

3. Plans for Next Period:

Complete design review, print plans and specifications, and advertise for bids.

4. Long-Term Outlook:

Excellent opportunity to obtain near term and long term space requirements while using resources provided up front by others.

Page Denied

Next 2 Page(s) In Document Denied

P+PB

X - Actual

Office: Logistics

Objective Statement: Implementation of P&PD Digital Prepress System (3 year Project)

Responsible Officer:

Significant Funding Amount: \$ 555,000 FY 82 (FY-82 Costs Only)

Date Submitted: 12 November 1981

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Order Laser Platemaker			-0			-0						
2. Order Electronic Camera					-0	-0						
3. Training for Platemaker (at vendor site)							-0		-0			
4. Site Preparation								-0		-0		
5. Installation of Laser Platemaker								-0		-0		
6. Laser Platemaker Acceptance Testing									-0		-0	
7. Initial Laser Platemaker Production										-0		-0
8. Installation of Electronic Camera										-0	-0	
9. Electronic Camera Acceptance Testing											-0	-0
0. Initial Electronic Camera Production												-0

NARRATIVE REPORT
OCTOBER - DECEMBER 1981
IMPLEMENTATION OF P&PD DIGITAL PREPRESS SYSTEM

1. Activity This Period

After completion of the implementation plan for P&PD's Digital Prepress System in September 1981, the orders for site preparation and laser platemaker purchase were held in abeyance because of budgetary considerations. During this period further study concerning equipment elements that will be linked to the prepress system such as a replacement typesetter and various color scanner systems that are on the market was accomplished.

2. Problems and Shortfalls

Because of the initiation delays imposed by budgetary considerations, all milestones have been rescheduled to occur three months later than originally anticipated.

3. Plans for Next Period

During the next period, contracts for site preparation should be let and the laser plate-maker ordered. Background study will continue into specific system items not yet identified, such as color scanners and inter-active make-up interfacing equipment.

4. Long Term Outlook

While the FY-82 schedule for this project will be delayed about three months, implementation of a Digital Prepress System is still considered a viable goal in the three year time frame.

5. Summary of Achievements

With the exception of the gathering of information on equipment elements that will interface into the digital prepress system, there has not been any significant achievement this reporting period on this objective.

6. Assistance to the Accomplishment of DDA Goals

Implementation of the P&PD Digital prepress system will exploit the "state of the art" in the printing industry. It will ensure that printing production support activities are responsive, innovative and timely and will enhance, not impede, the efficiency of Agency operations. The digital prepress system will provide P&PD with the mechanism for supporting unanticipated worldwide intelligence demands and requirements resulting from a surge in

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continued - Narrative Report

collection and/or analysis efforts. Lastly, the digital prepress system will provide for effective utilization of existing facilities and space, while taking appropriate action for additional needs that may be identified for the production of intelligence publications.

LSD

O - Scheduled
X - Actual

Office: OL/LSD
 Objective Statement: Renovate space and relocate personnel and equipment in support of SAFE, Phase
 Responsible Officer:
 Significant Funding Amount: \$ FY 82
 Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	S
Begin preliminary design of space	X	-----	--X									
Complete drawings for renovation			0	-----		0						
Relocate personnel and equipment						0	-----		0			

STATUS REPORT

RENOVATE SPACE AND RELOCATE PERSONNEL AND EQUIPMENT IN SUPPORT OF SAFE, PHASE II

1. DDA Reference

This objective is in support of DDA Goal No. 3, which is to maximize the effective utilization of existing facilities and space while taking appropriate action for additional needs. The working environment shall be managed and maintained in such a manner that it is conducive to improved morale and that it enhances the efficiency of our activities.

2. Activity This Period

The space allocation plan of the GG-GH backfill space has been approved by each component. Preliminary drawings are underway, and construction drawings will begin within several weeks.

3. Problems and Shortfalls

The DDI reorganization and the [] move delayed the start of renovation drawings by three months.

25X1

4. Plans for the Next Period

Process the construction cost estimates through GSA and begin construction on all areas.

P+PS

0 - Schedule
X - Actual

Office: OL/P&PS
Objective Statement: Develop a Logistics Integrated Management system (LIMS)
Responsible Officer:
Significant Funding Amount: \$350,000 FY 82
Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Prepare detailed requirements for LIMS' eight modules:												
Requisitioning						0						
Cataloging					0							
Procurement							0					
Inventory								0				
Receiving				0								
Distribution								0				
Management Info.									0			
Gen. Requirements									0			
Prepare/disseminate RFP										0		
Select Vendor												0
Issue Contract												0
Design/test ASAPS				0								
Implement first ASAPS Application					0							

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0 - Scheduled
X - Actual

Office: OL/P&PS
Objective Statement: Reexamine OL management structure and ensure that levels of authority and responsibility are appropriately defined and communicated
25X1Responsible Officer:
Significant Funding Amount: \$ FY 82
Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SE
Develop organization alternatives	X											
Hold a meeting with all component chiefs to discuss alternatives and brainstorm		X										
Provide follow-up ideas and discussions resulting from the meeting				O								
Implement improvements						O						

NARRATIVE REPORT

Reexamine OL Management Structure and Ensure that Levels of Authority and Responsibility are Appropriately Defined and Communicated

1. DDA Goal the Objective Supports

The reexamination of the OL management structure is in support the DDA Goal Eight. The intent of the reexamination is to ensure various professional disciplines are provided continuity of career progression and a program is undertaken which will effectively support the orderly succession of senior management in each of the subdisciplines in OL.

2. Activities During this Period or Accomplishments to Date.

A detailed study of the existing organization with recommendations for change was concluded in October and forwarded to senior OL Management for study. It was subsequently discussed at the D/L planning conference on 12 and 13 November. A recommendation presented in the study to consolidate, under a single manager, acquisition activities currently divided organizationally between the Supply and Procurement Divisions is under study by senior OL management. This recommendation simply consolidates fractured organizational elements involved in processing low risk, low dollar and high volume acquisition actions.

3. Problems and Shortfalls - None.

4. Plans for the Next Period

Plans for the next period call for implementing change as approved by management. The objective therefore will be completed during the second quarter of FY-82.

BP5

Office: OL/BPS
 Objective Statement: Consolidate Agency Metropolitan Washington Area Activities
 Responsible Officer: [REDACTED]
 Significant Funding Amount: \$ [REDACTED] FY-82 or FY-83; [REDACTED] for FY-84
 Date Submitted: [REDACTED]

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Informal presentation of Master Plan to NCPC	X											
Submit Master Plan to NCPC		X										
Brief Sr. Agency Management on Progress of Building Program		X										
Formal NCPC presentation				X								
Establish technical advisory staff to assist in developing design data				0								
Complete Hi-Reliability Utility Study							0					
Complete Request for Proposal (RFP) of A&E									0			
Revise Cost Analysis (OMB A-104)										0		
Issue RFP										0		
A&E bidder selection										0		

NARRATIVE REPORT
(First Quarter)

1. Activity During This Period

The informal presentation of the Master Plan was given to the National Capital Planning Commission (NCPC) on 1 October. The presentation was made by Mr. McDonald, Director of Logistics, and Mr. Walter Arensberg of Skidmore, Owings & Merrill and was well received by the Commission. In late October, the Fairfax County Office of Comprehensive Planning was briefed on the Master Plan progress. Once again, the plan was well received. The formal Master Plan with accompanying Environmental Assessment, supporting documents, and maps was submitted to NCPC on 6 November for their review and recommendations. The site model of the new building was delivered to the Agency early in November and was prominently displayed in the Exhibition Hall of the Headquarters Building. The model was then delivered to NCPC in early December as part of the presentation package. On 9 November, the DDCI, the DDA, and other members of the Executive Committee were briefed on the Master Plan progress. At this meeting, various funding strategies were discussed, with agreement that partial A&E funding will be made available in FY-83. On 17 November, the DCI was given an impromptu briefing at the model exhibit. In addition, during this reporting period, briefings were given to Fairfax County Federation of Civic Associations and the McLean Citizens Association. Also during this period, work continued on the High Reliability Utilities Study.

2. Problems and Shortfalls

Positions and funding will be needed in FY-83 and FY-84 to continue the program. Possible problems with road improvements with the State of Virginia may arise as Virginia categorically states it has no money for needed improvements.

3. Plans for Next Period

The formal presentation of the revised Master Plan was given to NCPC on 7 January with NCPC delivering its decision on 21 January. A technical panel to assist in developing design data will be formed. Actions will be initiated to select an architectural and engineering firm for building design.

4. Long-Term Outlook

The long-term outlook is very promising. Plans have already been made to include partial A&E funding in the FY-83 budget. The balance of funds needed for completion of the A&E and construction funding will be included in near future Agency budget submissions probably as early as FY-84.

Office: OL/BPS
 Objective Statement: Develop and Implement a Ten-Year Construction Plan
 Responsible Officer:
 Significant Funding Amount: \$ FY-82
 Date Submitted: 20 January 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Finalize the Plan				0								
Begin implementation of the Plan					0							

NARRATIVE REPORT
(First Quarter)

1. Activity During This Period

In mid-October, the directorate representatives of the Building Planning Committee were requested to advise the Building Planning Staff of their respective directorates' domestic construction plans for the period of 1982 to 1992. To assist in this endeavor, the Committee members were given copies of a questionnaire that requested: project description and location, its objective, the estimated cost, and the fiscal year the activity was to take place. To keep the plan in perspective, it was decided to address only those domestic construction and renovation plans that were projected to cost in excess of \$100,000. This criteria eliminated most of the 200 sites scattered throughout the United States and specifically focused on the Headquarters complex, NPIC, [redacted] and the

[redacted] This information has now been collated, and the prospective is that through the 1980s the Agency could spend as much as \$283 million in major renovations and new construction that includes the construction of a new facility on the Langley complex. (C) A9c5.2

2. Problems and Shortfalls

There is a remaining question as to the scope of the plan. In addition, there is a current question as to the impact of the Capabilities 85 Study on the plan. (U)

3. Plans for Next Period

The plan is to submit the finished product through the Deputy Director for Administration to the Executive Director and the Deputy Director of Central Intelligence. (U)

4. Long-Term Outlook

It is difficult to determine at this writing. (U)

WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED

PTS

Office: OL/P&TS
 Objective Statement: Comprehensive review of the personnel management function
 Responsible Officer:
 Significant Funding Amount: \$ FY 82
 Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Refinement of agenda of personnel management actions				0								
<u>Recruitment</u>												
Quarterly update of Recruitment Guides				0			0			0		
Develop written brief of administrative information for Logistics applicants					0							
<u>Personnel Evaluation</u>												
Explore feasibility of issuing internal OL instructions designed to focus PAR narratives						0						
<u>Career Management</u>												
Improve utility of OL Planning Questionnaire to permit easy grouping by assignment preferences							0					
<u>Communications</u>												
Revise/Update OL Personnel Handbook and Developmental Profiles										0		

Office: OL/P&TS
 Objective Statement: Comprehensive review of the personnel management function
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 82
 Date Submitted: _____

Page 2

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Communications (cont'd)												
Update and reissue Logistics Instructions and Notices								0				
Statistical Support												
Develop "executive summary" to accompany detailed monthly strength report						0						
Validate accuracy of monthly strength report				0								
Explore feasibility of using computer to generate personnel reports											0	
Other												
Define material which should be held in RYBAT file and purge current file								0				
Complete review and disposal of inactive personnel records				0								

NARRATIVE REPORT

Conduct a comprehensive review of the personnel management function in Logistics for the purpose of identifying and implementing steps to improve the effectiveness of the Office's recruitment, personnel evaluation and career management activities as well as the maintenance of both communication with Logistics employees on personnel management subjects and necessary statistical support.

1. DDA Goal the Objective Supports

This objective supports DDA Goal No. 1 in which the importance of the Directorate's personnel resources are set forth. By conducting a comprehensive review of OL personnel management, we feel that the Directorate effort to create and maintain the most effective work force will be served.

2. Activity During this Period or Accomplishments to Date

No activity was conducted during this period because the original objective was completely revised.

3. Problems and Shortfalls

No problems or shortfalls are anticipated.

4. Plans for the Next Period

Efforts in the next quarter include actions to improve the recruitment mechanism, more sharply focus PARS produced by the Office, develop more useful statistical support for OL, and complete review and disposal of inactive records.

5. Long Term Outlook

We can foresee no obstacles to our successful completion of planned activities during the three remaining quarters of the fiscal year.

ATTACHMENT B

FY-82 Office-Level Objectives

- RECD - Enhance utilities reliability at Headquarters
- Lease and renovate 30,000 square feet of new Credit Union space
- P&PD - Implement the consolidated Agency-wide Copier Management Program
- Evaluate and make recommendations on support to the Agency Videodisc Production Requirements
- PD - Establish effective acquisition procedures
- Establish an Automated Management Information System
 - Extend automation within the procurement process
- PMS - Revise and improve the Contract Inspection Report
- RSB - Establish an efficient system for correspondence and records handling
- Install an automated documents control system
- SD - Identify a corps of logistics careerists and ordnance technicians to form the nucleus of a quick reaction support team
- CORE recommendation on increased use of Sea Shipments (Objective being finalized)

TOTAL OL Level Objectives - 12

REC'D

Office:

Objective Statement: Enhance utilities reliability at Headquarters

Responsible Officer:

Significant Funding Amount: \$ _____ FY 82

Date Submitted: 21 January 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
a. Complete construction of expansion of "C" vault				0								
b. Complete testing of new 5 generator emergency power system and place in automatic mode		0										
c. Complete utilities reliability study			0									
d. Effect improved incentive type UPS maintenance contracts				0								
e. Install UPS test load bank								0				
f. Improve connection to VEPCO at substation				0								
g. Construct new steam, chilled water, and power connections to the main building via the north side									0			

NARRATIVE REPORT

1. Activity During This Period is responsive to DDA goals to maximize the effective utilization of existing facilities while taking appropriate action for additional needs.
 - a. Vault work substantially completed. Vault is operational.
 - b. Completed testing of the five-generator emergency system.
 - c. The Utilities Reliability Committee Study was completed.
 - d. Emerson solicited for proposal. Emerson's response required additional funding which is being jointly examined by ODP and OL.
 - e. None.
 - f. Relaying changes negotiated with Vepco.
 - g. Coordination with Agency components completed by HEB to minimize construction impact on Agency operation and resulting design changes forwarded to GSA.
2. Problems and Shortfalls
 - a. Mimic board connection and short-circuit protection modifications remain to be completed.
 - b. Some modification of generator load sharing should be examined. Collateral work in building by GSA must be completed.
 - c. None.
 - d. Funds are being sought.
 - e. None.
 - f. None.
 - g. Design completion by GSA slipped from December 1981 to January 1982.

OL-39-81 (O-DDA-11) Narrative Report, October - December 1981 (Continued)

3. Plans for Next Period

- a. Complete project.
- b. Train powerhouse electricians on generator operation. Test winter starting capability. Begin documentation.
- c. None.
- d. Secure funding.
- e. None.
- f. Reconnect feeders.
- g. Completion of final design by GSA and initiation of contract award process.

4. Long-Term Outlook

- a. None.
- b. None.
- c. Work in this area will continue through a vehicle other than the Utilities Reliability Committee.
- d. This project could be a pilot for all future UPS maintenance contracts.
- e. Scheduled for June installation.
- f. None.
- f. Construction to start in June 1982, with a one-year construction period which, based on past experience, will slip an additional 3-6 months.

Office:

Objective Statement: Lease and renovate 30,000 square feet of new Credit Union space

Responsible Officer:

Significant Funding Amount: \$1,213,000 FY 82

Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify funds					0							
2. Negotiate lease					0							
3. Complete design					0							
4. Complete construction										0		

October - December 1981

NARRATIVE REPORT

1. Activity During This Period:

Design and requirements drawings for the upper three floors of the new Credit Union Building was completed and submitted to GSA on 21 December 1981. Additional space is being negotiated to accommodate the communications equipment necessary to support the ODP requirements.

2. Problems and Shortfalls:

Inspector General at GSA has delayed signing of lease while considering any possible conflict of interest implication of Agency renting space from Unfunded resources must be made available to implement plans in any event.

25X1

2. Plans for Next Period:

Completion of design and requirements drawings for the ground floor.

4. Long Term Outlook:

Monitor construction so as to be ready for occupancy in 4th quarter.

P+P

O - Scheduled
X - Actual

Office: Logistics

Objective Statement: Full Implementation of consolidated Agency Wide Copier Management Program

Responsible Officer:

Significant Funding Amount: \$ 5,000 FY 82

Date Submitted: 12 November 1981

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Evaluate and refine ACMS reporting requirements relative to the needs of P&PD, Office of Finance, and Procurement Div.			OX									
2. Institute a requirement evaluation program for in-place copying equipment for replacing or removing inefficient equipment.						0						
3. Assist Procurement Division in the development of specifications and standards for expendable copier supplies.									0			
4. Develop standard requirements package for low volume copiers to be used by Procurement Division as basis for RFP.											0	

NARRATIVE REPORT
COPIER MANAGEMENT

OCTOBER - DECEMBER 1981

1. Activity this Period

All ACMS reporting requirements for P&PD, Office of Finance and Procurement Division have been evaluated and refined and final report formats have been produced. Production and dissemination of ACMS reports will begin when all FY-82 contracting data has been obtained and entered into the ACMS data base.

2. Problems and Shortfalls

None

3. Plans for Next Period

Design and implement a requirements evaluation program for identifying, removing and replacing inefficient copying equipment.

4. Long Term Outlook

The long term outlook for successful completion of this objective is excellent.

5. Summary of Achievements

All scheduled activities for the first quarter were successfully completed.

6. Assistance to the Accomplishment of DDA Goals

Successful completion of this objective will assist the DDA in reducing operating costs, and provide maximum use of existing resources.

X - Actual

Office: Logistics

Objective Statement: Evaluate and Make Recommendations on P&PD's support to the Agency Videodisc Production Requirements.

Responsible Officer:

Significant Funding Amount: \$ 5,000 FY 82

Date Submitted: 16 November 1981

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify and document potential Agency Videodisc applications.						-0						
2. Identify and evaluate available equipment for the production and duplication of videodiscs.									-0			
3. Identify and estimate cost of modifying existing Agency Micrographics or other equipment for the production and duplication of videodiscs.										-0		
4. Prepare a study, using data gathered in steps 1-3 above, that identifies the requirements, and how P&PD would provide production support.												-0

NARRATIVE REPORT
EVALUATE AND MAKE RECOMMENDATIONS ON
P&PD'S SUPPORT TO THE AGENCY VIDEODISC REQUIREMENTS

OCTOBER - DECEMBER 1981

1. Activity This Period

Activity this period has consisted only of information gathering. Studies and reports on the production and impact of videodisc systems have been ordered from two authoritative sources.

2. Problems and Shortfalls

None

3. Plans for the Next Period

P&PD officers will be working with representatives from the Office of Information Services, Records Management Division in an effort to determine potential videodisc applications.

4. Long Term Outlook

The long term outlook for the successful completion of this objective is good.

5. Summary of Achievements

With the exception of gathering information there have been no significant achievements this reporting period.

6. Assistance to the Accomplishment of DDA Goals

By determining the impact, utilization and production requirements for videodisc systems, the DDA will be exploiting the "state of the art" in information storage and retrieval systems. Implementation of videodisc systems could streamline records holdings and provide a cost effective alternative to information storage and retrieval problems. If videodisc production was centralized into P&PD, it would eliminate duplication of effort and would maximize utilization of existing resources.

PMS

Office: OL/PMS

Objective Statement: Revise and improve the Contract Inspection Report currently generated by CONIF

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ 10,000 FY 82

Date Submitted: 20 January 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Solicit comments from procurement teams on desirable changes			X									
Review comments and design new IR					0							
Establish requirement for reprogramming by SAB					0							
Complete reprogramming					0							
Test revised program							0					
Debug revised program								0				
On line with new program									0			
Write user instructions										0		
Issue directive											0	
Procurement Note												

NARRATIVE REPORT

Quarter 1
20 Jan 1982

1. DDA Goal the Objective Supports (Only if objective is a DDA level objective)

N/A

2. Activity During this Period or Accomplishments to Date

One female procurement candidate EOD during this period.

One black male procurement candidate EOD during this period.

Solicited comments from procurement teams re desirable changes in Contract Inspection Report form

3. Problems and Shortfalls

None

4. Plans for the next Period

Planning Committee to be established.

A minimum of two procurement candidates will EOD during this period (Quarter 2)

Enter the security-approved contractor mailing addresses into CONIF during Quarter 2

5. Long Term Outlook

Procurement Policy Panel Meeting to be held in April 1982, Quarter 3

Complete recruiting effort goal and hire three procurement candidates

Complete revision of Contract Inspection Report during Quarter 4

R-5B

Office: OL/R&SB

Objective Statement: Install an Automated Document Control System

Responsible Officer:

Significant Funding Amount: \$ _____ FY82

Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Receive & Install Terminal						0	-----	0				
Train Personnel						0	-----	0				

Oct.-Dec. 1981

NARRATIVE REPORT

Install an Automated Document Control System

1. Activity During this Period or Accomplishments to Date - None scheduled.
2. Problems and Shortfalls

In 1981 a request was made to ODP to automate the document control system in Records and Services Branch (R&SB) with terminal installation planned for January 1982. Due to a backlog on terminal installation and an ongoing review by Office of Information Services for establishing an Agency-wide automated registry for document control, ODP has advised that they can provide no installation date at this time. It could possibly be well into 1982 before R&SB is automated. Automation has proven to be extremely time saving in the search and retrievability of records. The longer R&SB waits for automation, more time is being expended in searching for documents via the manual system. Also, automating in the middle of the calendar year will mean that all previous 1982 documents logged into the manual system will have to be input into the automated system, requiring many additional man-hours of inputting time.

Once installation of the terminals takes place, personnel must be trained by ODP in utilizing the system to its maximum capabilities.

3. Plans for the Next Period - Not applicable.
4. Long Term Outlook - See number 2.

Office: OL/R&SB

Objective Statement: Establish an Efficient System for Correspondence and Records Handling

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ [REDACTED] FY 82

Date Submitted: [REDACTED]

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Conduct a Study and Make Recommendations for Records Elimination, Consolidation, Modification, and Automation	X											
Implement Recommendations		X	X	X	0							
Followup Reports on Changes Implemented				0	0		0					

Oct.-Dec. 1981

NARRATIVE REPORT

Establish an Efficient System for Correspondence and Records Handling

1. Activity During this Period or Accomplishments to Date

A records audit of OL was performed by Chief, Records and Services (R&SB), OL, and the Assistant Executive Officer, OL, during the period March-August 1981. Recommendations to establish a more efficient system for correspondence handling and maintenance by eliminating outdated material, consolidating files and, where possible, automating records systems were forwarded to OL divisions and staffs on 15 October 1981 with a progress report due to Chief, R&SB, on 1 January 1982. Many of the recommendations were implemented during November-December 1981 while negotiations need to take place on several.

2. Problems and Shortfalls - None

3. Plans for the Next Period

Chief, R&SB, plans to work closely with OL divisions and staffs to implement those recommendations where there is a lack of expertise or training on the part of the clerical employees. A followup report will be written and forwarded to the Director of Logistics during February 1982 pointing out unresolved problem areas as a result of the audit and the success to date of the implementation of the recommendations.

4. Long Term Outlook

Once all the recommendations are negotiated and implemented, correspondence handling and maintenance in OL should prove to be more efficient, especially from a retrievability viewpoint.

SD

1 - Information
X - Actual

Office: LOG/SD
Objective Statement: Quick reaction support team
Responsible Officer:
Significant Funding Amount: \$ 2,000 FY 82
Date Submitted: 21 January 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Select individuals to make up the corps. (When an individual is lost to rotation, etc., another person under the control of the SD will be identified.)			X									
2. Identify appropriate courses to enable the individual to perform the duties of a logistics officer, ordnance technician or both.			X									
3. Process individuals for TDY standby. This will provide the person with current passport and medical for worldwide TDY				0								
4. Enroll individuals in training courses.											0	

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PD